

POOL MANAGER

Definition

Under general supervision, directly supervises the operation and maintenance of the Indianola Veteran's Memorial Aquatic Center.

General Responsibilities

- Prepares all regular employee work schedules and verification of all employee work hours.
- Schedules and administers regular staff in-service training sessions in conjunction with Recreation Superintendent.
- Manages pool staff on daily basis – makes sure staff report on time, prepared for duty, complete assigned tasks, perform to standards, adhere to policies, etc.
- Know emergency procedures and be able to demonstrate them.
- Exercise sound judgment in situations not covered by policies, procedures, and practices.
- Assists in orienting and training new and returning staff.
- Directs special pool promotions. Makes sure staff are aware of all promotions and promotion information.
- Reviews daily logs and prepares all necessary records and reports. Makes sure records and reports are up to date, accurate and organized.
- Handles all guest relations, concerns or problems. Reports those issues to Recreation Superintendent.
- Reviews conditions of pool water quality and makes all necessary corrections to maintain the quality of the pool water to meet acceptable standards as set by the State Health Department. Reports conditions of pool water quality to Recreation Superintendent and gets approval of Supervisor before applying any chemicals.
- Closes pool due to inclement weather or unsafe pool conditions. Reports closing to Supervisor.
- Assists in lifeguarding and/or other areas as needed.
- Knows the function of all pool equipment including the filter system and chlorinator.
- Other duties as determined by Supervisor.

Requirements

Current Red Cross Basic Lifeguarding certification, CPR and First Aid. CPO certification preferred. A minimum of two years experience as a regular lifeguard, head guard or assistant pool manager plus a good working knowledge of pool operations – both mechanical and personnel. Age 18 or older. . Ability to work with a diverse group of people. Ability to work with minimal supervision. Ability to adapt to a variety of working conditions. Ability to maintain control of area even when distracted by noise or activity.

Physical and Environmental Characteristics

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves sitting approximately 10 percent of the time, standing approximately 20% of the time, standing and/or walking approximately 70 percent of the time. Requires the exertion of up to 25 pounds routinely, and exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete reports, inspect pool equipment, read meters and gauges, see emergency signals, see across and through pool water at both near and far distances, read directions and use water test kits, identification and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, chemical hazards, and possibly slippery walking surfaces.

Immediate Supervisor

Recreation Superintendent